

COTTENHAM PARISH COUNCIL

AGENDA REPORTS PACK

FULL COUNCIL

NOVEMBER 2014

Item 14/293

COTTENHAM PARISH COUNCIL

Full Council Meeting Minutes

Held in the Village Hall, Lambs Lane, Cottenham on Tuesday 7th October 2014 at 7.15pm

Present: Cllrs Leeks (Chair), Berenger, Bolitho, Collinson, Heydon, McCarthy, Morris, Mudd, Nicholas, Richards, Ward, Young, Wotherspoon, CCC Cllr Mason, Clerk Jo Brook and RFO Debbie Seabright

In attendance: 2 members of the public (inc. PCSO James Fuller)

- 14/271. Chairman's Introduction and Apologies** – Apologies accepted from Cllrs Collier (personal), Beckford (work), SCDC Cllr Harford (work) and CCC Cllr Jenkins (work).
- 14/272. Public participation – Standing Orders to be suspended.** Resident spoke regarding the Post Office consultation. Cllr Leeks responded that SCDC Cllr Harford had been in contact with a representative from the Post Office regarding meeting with the Parish. Additionally we had received correspondence today from Jigs. He stated that “following discussions with Kim he wished to withdraw his offer to take on the Post Office and suggested that she should pursue and offer from a Sub Postmaster to purchase the shop and run the business as this would keep the Post Office in the centre of the village which would benefit all residents”.
- 14/273. To accept Declarations of Interest** - To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting. None received.
- 14/274. Minutes – Resolution** that the minutes of the meeting of the Extraordinary Council meeting held on the 30th September be signed as a correct record. **RESOLVED.** Resolution that the minutes of the Finance Committee held on 29th July be signed as a correct record. **RESOLVED.** PCSO Fuller arrived at 7.43pm.
- 14/275. Reports**
- **SCDC** – report circulated prior to the meeting. No comments. Cllr Wotherspoon left the room at 7.57pm.
 - **CCC** – report circulated prior to the meeting. Cllr Young asked again about the surface dressing on Histon Road and the issues that it had left which needed addressing. Cllr Mason reported that they were still trying to arrange a site visit with the Officer to look at the problems. Enforcement has been to Cottenham Skips regarding out of hours work. Stronger enforcement may be necessary regarding pathway issues around the site. Work had been undertaken to clear the verge along the cyclepath however the cuttings had been left which in itself was causing problems. Cllr Young asked whether the work for the surface dressing had been signed off by County but Cllr Mason was unable to confirm. Cllr Collinson asked about the street lighting and when it was due to be completed. Histon Road has not been done and various other jobs have been left unfinished. List to be compiled and sent to Cllrs Jenkins and Mason + Emma Murden for response. Cllr Wotherspoon returned to the room at 8.12pm. Cllr Mason reported that the news from the General Purposes Committee today was not good and severe cuts were possible i.e. may need to dim street lights and remove waste services. The Young Peoples service may not be able to deliver their statutory responsibility. Cllr Mason was thanked for his Northstowe drainage response.
 - **Clerk** – report circulated prior to the meeting. Updates: 1) Met with agent for TW on 7th Oct. They have been instructed to clear the ditch on BGW by the end of the month.

However job is far bigger than initially thought and will require the removal of the majority of the hedging. Agent to report back to client and confirm how this will progress. 2) The inclusive boat seat has arrived and is now installed. The lights on Sovereign Way, Paxton Close and Leopold Walk have all been numbered as of 7th October. 3) Shelter Store, who were going to supply the new bus shelter, have gone into liquidation. Paperwork from administrators has been given to RFO and FLAC Chair for completion and return. FLAC to look whether there is sufficient budget to purchase replacement this year. Cllr Young also queried whether a credit card was needed. 4) Les King Wood: The contractor will be cutting the 'rides' shortly. He will return over the winter to cut back the scrub. They are trying to organise Community Payback to do some work inc. removing the tree guards.

- **Police** – update from PCSO James Fuller (arrived 7.49pm). The police panel meeting is taking place next week when new priorities will be set. All suggestions welcome. Cllr Mudd asked for further details about a recent incident on the allotments. Speedwatch is doing well and the public can nominate streets to hold speed checks on. Cllr Heydon thanked the police for attending a recent Speedwatch event and the positive effect it had had.

14/276. Finance

Income	Description	Net	Gross
SCDC	Remittance 106 monies	£ 4,962.00	£ 4,962.00
Sunflower care	Rent of Village Hall - one off event	£ 80.00	£ 80.00
Debbie Prince	Rent for July/Aug/Sept	£ 96.00	£ 96.00
Kids Only	Rent for June	£ 845.00	£ 845.00
Precept	2nd installment	£ 118,820.50	£ 118,820.50
Day centre	Rent for August	£ 240.00	£ 240.00
Jane Williams	Rent for August	£ 80.00	£ 80.00
John Lawsons Circus	Rent for the green	£ 180.00	£ 180.00
		£ 125,303.50	£ 125,303.50
Expenses	Description	Net	Gross
Salaries	Salaries and back pay	£ 5,311.56	£ 5,311.56
HMRC	Tax and NI	£ 2,075.64	£ 2,075.64
The BC Group Trust	upkeep of Crowlands manor	£ 556.00	£ 667.20
Andrew King	Hire of equipment	£440.00	£ 528.00
Andrew King	Mileage expenses	£9.60	£ 9.60
Came and Company	Insurance renewal	£ 4,859.26	£ 4,859.26
Debbie Seabright	Expenses re stamps and stationery	£ 28.37	£ 28.37
PHS Group	2014-15 notice re. waste at Village Hall	£ 69.95	£ 83.94
Cottenham Computer Services	Repair to RFO computer and Virus protection	£ 79.99	£ 79.99
Connections Bus	Payment for Connections bus in summer holidays	£ 1,185.00	£ 1,185.00
Cambridge Water Co	Water bill	£ 34.80	£ 34.80
PHS Group	Annual charge re 3 sanitary disposal units	£ 673.53	£ 808.24
EON	Electric bill for the Recreation ground	£ 393.28	£ 393.28
Birmingham fuel oils	Oil bill for the Recreation ground	£ 677.25	£ 677.25

Resolution to pay these invoices. **RESOLVED.** NB: Cllr Mudd will contact Kids Only regarding arrears.

- 14/277. Cottenham Post Office** – To consider response to the 6 week consultation re. proposed move to new premises – Cllr Collinson felt that CPC should pursue a public meeting with the Post Office representative. Clarification is needed on where parcels could be collected from. Cllrs Wotherspoon and Berenger queried whether ‘Click and Collect’ may be a viable option for the existing premises as this may provide revenue and also a valuable service to residents. Concerns were raised about additional traffic movements arising from the possible loss of the sorting office. Actions: CPC to thank Jigs for his interest and encourage him to revive his offer if necessary. Cllr Nicholas to speak to Kim to clarify the facts and report back. Once in possession of the facts CPC to write to the Post Office and Royal Mail requesting information on the full range of services that will be available to residents. Standing Orders suspended at 7.40pm. Cllr Mason spoke as a resident so request that if there was a public meeting there should be a representative from the Royal Mail too to inform residents of the rationale and services to residents. Standing orders reinstated at 7.43pm.
- 14/278. Vision Plan Questionnaire** – To receive feedback on results of the Vision Plan questionnaire – Cllr Ward outlined the background. The feedback was based on just 217 replies which is disappointing (NB: 5 more replies have been received since the data was compiled however these won’t alter the overall results). Although it doesn’t give us a mandate to action anything the data is still useful. The 4 key items are: swimming pool, links to other villages, circular walks and marked walking routes. Cllr Ward was thanked. The strategy will go forward via the Facilities Committee.
- 14/279. Northstowe Phase 2 consultation** – Resolution to submit a Cottenham Parish Council response to the Northstowe Phase 2 Consultation. **RESOLVED.** Cllr Heydon was thanked for her work on this document. NB: any amends need to be sent to Cllr Heydon by 14th October.
- 14/280. Cottenham Feast** – Resolution to have a stall to promote CPC activities. **RESOLVED.**
- 14/281. Co-option to committees** – Resolution to co-opt Cllr McCarthy onto the Planning and Highways Committees. **RESOLVED.**
- 14/282. Health & Safety Policy** – Cllr Morris gave the background on this item (as per reports pack). This is intended as a broad document only. Resolution to adopt H&S policy. **RESOLVED.**
- 14/283. Wiser Recycling** – Resolution to set up an electrical recycling collection scheme. **RESOLVED.**
- 14/284. Human Resources** – Cllr Leeks outlined the advice from CAPALC on this matter. Resolution to set up a Human Resources Committee consisting of Cllrs Berenger, Nicholas and Ward. **RESOLVED.**
- 14/285. Exclusion of public** – To exclude the public from the meeting because of the confidential nature of the business to be discussed .
It is hereby resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item (s) the Chairman asks that in the public interest the public and press are temporarily excluded from this meeting and are herewith instructed to withdraw. The meeting closed at 9.06pm.
- 14/286. Contract for grounds maintenance (closed item)** – Resolution to accept agreement amends as per our solicitors advice to progress the contract. **RESOLVED.**
- 14/287. Matters for consideration at the next meeting** – Connections Bus (Cllr Young), changing rooms (Cllr Morris).
- 14/288. Dates of next meetings** – Planning 9th & 23rd October, Highways 14th October, Facilities 21st October, Finance 22nd October, Full Council 5th November.
- 14/289. Close of Meeting** – 9.54pm.

Signed _____ (Chair) Date _____

Item 14/294

South Cambridgeshire District Councillor's Report to Parish Councils October 2014

Planning Committee 01 October meeting included one item of local interest: application for replacement of the existing telephone mast at Watson's Yard was approved. There were another two solar farm applications. Delegated approval was given to one, at Melbourn, but the other, a 49 hectare site at Sawston was refused. Committee considered that no very special circumstances had been demonstrated to clearly outweigh the harm to the green belt. A further 5 solar farm applications are to be considered by the committee at its meeting on 05 November. Agenda pack for October meeting: <http://bit.ly/1tmZzhA> and decisions: <http://bit.ly/1tVSrvx> Agenda Pack for November meeting: <http://bit.ly/1070oR6>

On 08 October members of Longstanton Parish Council and the **Northstowe JDCC** were invited to attend a visit to the site of Phase 1 of the development prior to the consideration of the reserved matters submission in respect of earthworks. The volume of earth that will be moved during re-profiling of the site is just amazing. Whilst the fears among residents of Longstanton about the proximity of the sports pitches remain to be assuaged through the detailed applications that will be made for these, the site visit provided reassurance with regard to drainage issues. The application was approved by the NJDCC at its meeting of 29 October. At that meeting the committee also approved the application for the Phase 1 primary school, to be named Pathfinder in acknowledgement of the site's WW2 connections and the school's church affiliation. The building is designed to accommodate both primary and pre-school children in the long term. In the short term it will also accommodate secondary school students and community uses such as child and family health services, a pop up library, church services, meetings and activities and will serve as a drop in point for agencies and officers supporting the new community. Acknowledgement was made at the meeting of the role played by pupils at Oakington Church of England Primary School. During discussion about colour schemes at a briefing in September a suggestion had been made that the views of an age group more similar to those attending the school should be sought. The mature response of the Oakington pupils was acknowledged and their views are reflected in the revised drawings.

On 14 October further progress was made on the shared waste service when the **Environmental Services** portfolio holder approved the shared services agreement between South Cambs and Cambridge City Councils for the collection of waste from the North West Cambridge development which straddles the border between the two authorities. Full details at: <http://bit.ly/1tGyvv0>

Collaboration with other councils was also on the agenda for the **Housing** PfH's meeting of 15 October. He agreed to extend for another two years the current Home Improvements Agency agreement between South Cambs, Cambridge City and Huntingdon Councils for which the initial 3 year period is due to expire in March 2015. Agenda pack: <http://bit.ly/1wK6Yc4> and decisions: <http://bit.ly/1tIQSW>

The theme of joint working continued when **Cabinet** met on 16 October. The agenda included Greater Cambridge City Deal governance arrangements and scheme prioritisation for the first tranche of funding. The priorities have in the most part been taken from the Greater Cambridge Transport Strategy with selection being made of those schemes that are deliverable and would provide the greatest economic benefit in the first 5 years. Suggestions were made that the City Deal might be used to reinforce the need for a countywide infrastructure strategy to include transport and digital infrastructure as well as

the supply of utilities and water and that a percentage of the funding should be invested in a master plan for the Greater Cambridge area. Agenda pack:

<http://bit.ly/1zS2ipn> and decisions: <http://bit.ly/1tp6dFw>

Growth in one South Cambridge village was highlighted when the **Finance & Staffing** PfH reviewed the boundaries of Rural Settlements for the administration of rural rate relief at his meeting of 21 October. It was noted that Papworth Everard had now exceeded the population threshold of 3,000 and businesses within that village will no longer qualify for rural rate relief. However, as none of the local businesses have previously claimed rate relief there will be no immediate effect.

Agenda pack: <http://bit.ly/1s1bvTs> Decisions: <http://bit.ly/1rHjBiU>

Rough Sleeping Estimate: Every year the Council needs to estimate the number of people sleeping rough in the district. Please can you contact [Amelia Davies](#) if you are aware of anyone sleeping rough in your community, overnight between 12th/13th November 2014. It will be helpful to know where the rough sleeper is located to prevent double counting.

This month saw **Elite Athlete Award** grants made to young people across the district. More information about the scheme and application form: www.scams.gov.uk/eliteathlete-award-scheme or call 03450 450 500. The deadline for the next round of applications is Wednesday 31 December 2014 and awards will be made by 31 Jan 2015. Previous applicants may apply.

Well done [1] South Cambridgeshire District Council's 33rd **Best Kept Garden Awards** presentation took place on Friday 10 October. Once again Stevens Close were successful in the best kept sheltered scheme garden category. And proving that gardening is for all ages a very young lady called Daisy, wearing sparkly red shoes, accepted the family garden award with her mum, Amanda Free of Melbourn.

Well done [2] Four young Cottenham residents, inspired by Blue Peter and its longstanding association with Guide Dogs, raised £1,900 for the charity. Cambridge News story: <http://bit.ly/1wO9Bc8>

Diary Date Reminders:

19 October: Northstowe Parish Forum

19.00 Cottenham Village College

26 October: Provisional: Northstowe Joint Development Control Committee

10.00 South Cambs Hall, Cambourne

As always you can contact your district councillors about these and any other local or strategic issues:

Simon Edwards

cllr.edwards@scams.gov.uk

07711 079089

Lynda Harford

cllr.harford@scams.gov.uk

01954 251775/07889 131022

Tim Wotherspoon

cllr.wotherspoon@scams.gov.uk

01954 252108

We look forward to seeing you at your respective meetings and to receiving your comments/questions.

Monthly report for parish and community council October 2014

For the Cottenham, Histon and Impington (CH&I) division of Cambridgeshire which also includes King's Meadows, Oakington & Westwick, Orchard Park and Rampton.

David Jenkins www.chilibdems.co.uk 07739 748859

ccc@davidjenkins.org.uk 01223 236232

Full Council meeting

There was a full but rather short council meeting in October. Go to <http://bit.ly/10bgsS3> for a report. It was a good natured meeting notable for a very constructive debate on cross council collaboration.

General Purposes

The committee met in October and I attended as a substitute. It was most interesting because of the Guided Bus item in which the defects on the guideway were for the first time discussed in public. The Committee resolved to 'carry out works to rectify all of the ... defects ... subject to securing funds from BAM Nuttall.' It looks like another protracted legal dispute and more money for lawyers.

It's back to normal at www.shapeyourplace.org with only two issues for South Cambs neither of which relate to CH&I.

There are still no open consultations relevant to CH&I although one relating to Ring Fort Path in Orchard Park will start 3 Nov 14 (<http://bit.ly/1zog2ad>).

Adults & Wellbeing and Children & Young People

These committees met in September. It only discussed the budget and made no significant decisions.

Economy & Environment

This committee met in October. I attended. Go to <http://bit.ly/13s0JQB> for my report. Several decisions were made and one was significantly amended viz the Chesterton to Abbey bridge which is an essential part of the Chisholm Trail. It was amended because it was moving too quickly to a definitive judgement before all stakeholder views have been adequately considered.

There was one decision of particular interest to CH&I and that was the approval of the various projects proposed for section 106 funding around Cambridge. The list includes two in Histon & Impington, which will benefit all users of the B1049, and one to address the feasibility of improvements for cyclists on Histon Road south of the A14.

I attended a meeting of the Planning Committee. There were no applications relevant to CH&I. I was unable to attend the Northstowe Joint Development Committee however I did attend a site visit at the beginning of the month to see how plans for earthworks in phase 1, especially in connection with the boundary with Longstanton, were developing. I was impressed and reported my satisfaction with what I saw to the Chair of the Committee. I was also pleased to note that improvements have been made to the way that the committee is being managed.

I attended a meeting of the Joint Strategic Transport and Spatial Planning Group. There were two interesting items on the agenda:

- The City Deal: nothing new but it's good to see improvements to Histon Road being one of the short list of priority projects; and
- Cambridge Northern Fringe East Area Action Plan: this will soon go to consultation. Options include extensive development north west of the new station with up to 25000 new jobs.

Health

This committee met in October. I attended. There were no key decisions. It reviewed budget

options and agreed the scope of a Cambridgeshire and Peterborough Mental Health Strategy. At the end of the month I attended a final meeting regarding the reconfiguration of East of England liver resection services to review Addenbrookes' plans for the transition and for patient access. To his credit the Addenbrooke's CEO turned up and made the passing comment that Addenbrooke's biggest problem is bed blocking. One third of its beds are used for people waiting for discharge and thus not available for patients needing operations and other treatment.

Highways & Community Infrastructure

This committee met in September. It only discussed the budget and made no decisions. I attended the Minor Highways Projects Panel for South Cambs. There were professional bids from Oakington & Westwick, Rampton, Cottenham and Histon & Impington but we must wait until 2015 to find out which, if any have been successful. It is expected that less money will be available and I suspect that parishes will be invited to increase their shares of the funding to enable it to go further.

More local matters

I met Balfour Beatty and proposals were finally made to Histon & Impington parish council regarding lighting on The Green which were subsequently endorsed.

Work has begun to resurface the B1049 south of The Green in Histon. It's now two thirds complete and results so far are very good and disruption has been no more than would be expected. I joined a joint CCC, SCDC and parish council meeting to review the recent Hyder surface water drainage report and to address specifically the culverts under Water Lane and Harding Way. Officers have completed an analysis of school bus options for Oakington. They are not encouraging but they are 'hot off the press' and have not yet been challenged.

I joined the PCSO to look at school run traffic at Histon Infants School.

I joined Histon & Impington parish councillors in a meeting with officers to review options for funding open access wifi on The Green and in other public places.

Diary (public meetings)

4 Nov 1000 General Purposes Committee Shire Hall, Cambridge
4 Nov 1400 Adults and Wellbeing Committee Shire Hall, Cambridge
6 Nov 1000 *Planning Committee Shire Hall, Cambridge
20 Nov 1400 *Health Committee Shire Hall, Cambridge
18 Nov 1400 Children and Young People Committee Shire Hall, Cambridge
11 Nov 1000 *Economy and Environment Committee Shire Hall, Cambridge
18 Nov 1000 Highways & Community Infrastructure Committee Shire Hall, Cambridge
26 Nov 1400 *Northstowe Joint Development Control Committee SCDC, Cambourne
*committees of which I am a member

And finally ... charging for parking at Cambridge's P&R sites has recently been implemented. It's not gone smoothly. Not only are people parking outside the sites to avoid the charge but those who do pay it point out that it's complicated. This has resulted in queues at ticket machines and, as a result, travellers missing their buses. It's a project that's been badly managed from the start (check out <http://bit.ly/1dcGTZj>) and now CCC has invested in eight more ticket machines (were they included in the project economics?) to improve matters. It's even seen it appropriate to make a video to show people how to use the machines which surely misses the point. This should be a very, very simple transaction why is it made so complicated? Automatic Number Plate Recognition may be snazzy technology but is it really appropriate? There's a concept in the digital world called the UX, the User Experience, and the basic premise is that person/machine interactions should be simple/intuitive and as short/quick as possible. Did CCC consider the UX when it decided how to implement charging at the P&R sites? As it extends this to the Guided Bus it needs to think this though very carefully. And by the way next time it does a video can it not film the main speaker standing with the light behind him? Go to <http://bit.ly/10cppdN> for the press release and link to the video.

CLERKS REPORT – November 2014

Highways

All outstanding County issues (below) have been put into a spreadsheet and sent to Cllrs Jenkins & Mason + Emma Murden. Regarding the Japanese Knotweed an Officer has been out to inspect and suggest appropriate action taken on the County-owned land. No further progress of any of the other issues.

- Telegraph Street - unsuitable for HCV's sign has been installed but at the High St rather than Denmark Road end. Highways have been asked to either move or provide additional signage. Waiting further follow up from Emma Murden (Highways). NB: I have met with resident 5 times this month about this matter (see issues log).
- Harlestones Road – have been informed that the road hasn't received a capital bid and it is unsuitable for standard resurfacing. Jon Clarke is liaising with Martin Gowler to see what else can be done. Have pressed for action due to the very poor state of the Lambs Lane end.
- Denmark Road – the blockage to the pipe running from Denmark Road to BGW was scheduled for clearance w/c 28th July. Still waiting an update from Emma Murden (Highways). Met with agent for TW on 7th Oct. They have been instructed to clear the ditch on BGW by the end of the month. However job is far bigger than initially thought and will require the removal of the majority of the hedging. Agent to report back to client and confirm how this will progress.
- Histon Road – Markings have now been reinstated. CCC Cllr Mason is following up maintenance required re. cyclepath lights.
- Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. Have been informed that this now won't be looked at until replacement for Jon Clarke is found.
- White line reinstatement has been requested for Oakington Road and the missing Rampton Road/Lambs Lane junction white/yellow lines have been chased again.
- Have followed up with County re. additional work needed for the Knotweed issue on Wilkin Walk. This still hasn't been actioned since initial contact back in late April.
- Tenison Manor adoption – have been liaising with Sue Reynolds, Highway Development Manager, at County. She is now chasing Persimmon to follow up ownership of the Little Cut.
- BGW streetlight issues – following discussions with Sue Reynolds (County) the lights on both Leopold Walk and Sovereign Way have been adopted and that information passed onto Balfour Beatty. Numbers will be added to the lights.
- All of the gullies have been cleaned w/c 15th September. I have obtained a list of streets to double check that all areas are covered. Despite the work done there is still an issue with a gully on Lambs Lane which was previously reported several months ago and I had been assured had already been cleared. I have contacted Pauline Peachy about this.
- Have contacted CCC Cllrs Jenkins & Mason re. taking over land at the back of the Dissenters Cemetary and near Pelham Close/Wilkin Walk to use for additional parking. No info received.

Village Hall

- ABCO contacted regarding repairs to gutting on the village hall.
- Fire extinguisher inspection arranged with Cromwell Fire.
- Issues have been noted re. poor cleaning of the kitchen by users. Cllrs Berenger and Collier have offered to do a deep clean as an interim measure. Proper quotes to be obtained.

Recreation ground

- More of the retaining woodwork around the aerial pit has fallen off and quotes are being sourced.
- Cradle swing seats on old frame have been identified as needing replacing. Quotes being obtained.
- Quotes being obtained for deep-tine pitch aeration (with sand dragging).

Misc admin

- October Issues log distributed separately.
- Cottenham Feast – this went exceptionally well and we were overwhelmed by the number of residents looking at the info on hand inc. changing room and skatepark plans + traffic projects and engaging with the Cllrs. Hopefully this was a useful exercise for both CPC and the residents. Thanks to Cllrs Beckford, Collier, Collinson, Morris and Mudd for their time and Andrew for transporting the display stands.
- Post Office – we've received formal notification that the consultation has been closed. This is due to Jigs withdrawing this application. In the meantime the Post Office will continue to trade as normal.
- Waiting to see whether height issues with dog bins will be rectified as part of the SCDC programme being rolled out in September. Dog bin on Rampton Road by the allotments has been moved to alleviate the vision problems for drivers.
- Refurbishment of benches on the Pond and High St is nearly completed. The Pond bench will be put back facing the High Street rather than Broad Lane so that it's not located under the trees. Martin has also removed the village sign in preparation for work.
- Christmas - tree has been ordered from Rougham Estates with a requested delivery date of Friday 5th December. Volunteers needed to help put the lights on! Cllr Berenger has obtained four donations towards costs so far and other companies have been approached. The lights around the green will be installed on 8th December. A lighting technician in the village has also offered to floodlight the green for the carol concert but details/costs still to be discussed. The carol sheets will be re-typed and made into a booklet format which will also make them easier to read. Food stalls being arranged.
- The side lock at the Community Centre will be changed on 31st October and keyholders issued with a new key.
- Info received confirming the changes to the 110/106 bus service which is effective from 3rd November. Posters have been distributed and info added to our website.
- Dec/Jan newsletter article to be submitted after full Council meeting (Eddie has agreed to extend deadline to accommodate possible changing rooms update).
- WISER Recycling – a collection has been arranged for Tuesday 6th January. Cllr Ward has written an article for the next newsletter and the event will be further advertised via website/Facebook/posters. This is a great opportunity to raise some money towards community projects so we need to promote heavily.
- Road closures will be in place on Sunday 9th November for the annual remembrance parade.
- Fen Reeves has been inspected and needs some maintenance. Groundsman to clear 'rides' and will strim around the pond area. Possible tree work needed in addition.
- Have been asked by Area Neighbourhood Watch Co-ordinator to locate village wi-fi hotspots. The police would like to be able to park up and use them.

Facebook

307 likes.

Northstowe Parish Forum update – Cllr Heydon

14/294: Reports.

Northstowe Parish Forum CVC, 22nd October 2014, 7pm. Update to Cottenham Parish Council for 4th November 2014 Ordinary Committee Meeting – Cllr Heydon.

Phase 2 presentation of proposals by HCA

The Southern Access Road will be triggered by housing delivery, and also connect with the A14 scheme delivery. More will be known about the A14 scheme at the end of 2014 (provisionally 28th November 2014). The speed of delivery of Phase 1, and Phase 2, could overlap. Phase 1 is unlikely to be built out before the Secondary School delivery.

NJDCC 29th October 2014 2pm, Considerations relevant to Cottenham:

“Recommendation: Members are recommended to approve the reserved matters submission for the Phase 1 Earthworks ref. Reference S/1654/14/RM”.

Considering land height, gradient, footpaths, interim status subject to refinement. Page 6 of the published Agenda Reports Pack includes the Old West River comment as follows, I have highlighted their current position in bold, but the quotation is exact from the published document. Quote:

“Old West Drainage Board:

The Board state that: Without mitigation the proposed development would significantly impact on the surface water environs and compound the flood risk to the District, both directly through increased run-off to Reynold’s Drain and the Board’s pumped catchment (Burgess Drain) and indirectly through increased flood risk from the Cottenham Lode/Breck Brook. During high flow conditions overtopping of the Cottenham Lode potentially results in flooding of the District. Similarly, during low flow conditions Reynolds Drain discharges to the Cottenham Lode (via a flapped valve) and hence any increase in base flow to the Cottenham Lode could reduce this discharge and increase the burden on the Board’s drainage and infrastructure. Consequently the Board’s interests extend well beyond their District and they should continue to be consulted on all development issues that relate to discharge to the Reynold’s Drain and Beck Brook catchments.

The Board note that the developer has undertaken extensive consultation with the drainage authorities in relation to this submission. The developer should be commended for establishing the TLG (Technical Liaison Group), a forum chaired by the Environment Agency (EA) that has helped develop a strategic approach to matters relating to drainage and flood risk.

The Board requests that a holding objection is lodged to these reserved matters until additional detail is provided. Whilst we have no objection in principle to the works proposed, there is insufficient detail provided regarding the phasing and provision of risk mitigation to allow the impact on the water environs to be assessed. (This observation was made prior to the current amendments) “.

End quote.

Next meetings:

19th November 2014, 7.00pm

10th December 2014, 7.00pm

Venue - Tony Cooper Suite, Cottenham Village College.

Cottenham Speedwatch update - Kate Heydon, Cottenham Speedwatch co-ordinator

Four Cottenham Speedwatch events were held throughout September and October 2014.

On 28th October 2014, Rampton Road, mid-afternoon:

- 266 vehicles were counted in an hour, outbound.
- 26 vehicles were speeding at 33mph and over in a 30mph zone.
- Nine vehicles were speeding at 36mph and above, with a highest speed logged of 43mph.
- Six vehicles data and speed recorded were submitted for a followup advisory letter.

Many thanks to a fellow councillor for volunteering at this event.

A morning event on Denmark Road, on the 23rd October:

- 113 vehicles were counted in one hour, outbound.
- We provided a high-visibility 'educational' event in that no speeding was recorded on this occasion.

This event suggested by one of our trained volunteers, to address observed speeding at the location, and also to get insight into the volume of HCV, heavy agricultural machinery using the route. Thank you also for positive comments from pedestrians.

On 22nd October, we held an event near Brenda Gautrey Way, on Beach Road, mid-afternoon:

- 133 vehicles were counted in an hour and 15 minutes, outbound.
- Nine vehicles were speeding at 33mph and over in a 30mph zone.
- And three vehicles were speeding at 36mph and above, details for two were submitted for a followup advisory letter.

Thank you for positive comments from pedestrians, and there was a positive acknowledgement from drivers. Many thanks to our trained volunteer for suggesting this event.

On 18th September, Rampton Road, early evening rush-hour:

- 337 vehicles were counted in an hour, outbound.
- 45 vehicles were between 33 and 35 mph in a 30 mph zone.
- And an additional 38 vehicles were speeding at 36 mph and above.
- The highest recorded speed during this one-hour time period on a weekday evening was 48 mph.
- 22 vehicles data and speed recorded were submitted to the police headquarters, for a followup letter.

Request to CPC for two fixed 'Community Speedwatch' signs totalling a cost of £138 + VAT.

Information to support a request for two Community Speedwatch signs at the Rampton Road location, was presented at the October 14th Parish Council Highways Committee meeting and is available online on the Parish Council Highways Committee page, under 14th October Agenda reports Pack:
<http://www.cottenhampc.org.uk/traffic-committee/>

The signs cost £69 + VAT with a minimum of 2 signs, to cover both directions at the location. The benefits are:

- The fixed signs would save Cottenham Speedwatch volunteers from carrying heavy notice signs.
- And additionally would provide a reminder that volunteers operate regularly at the Rampton Road location.

Support via email for the fixed sign at the location has been endorsed, due to the hard work of residents and volunteers at this location, over several years.

Many thanks to Cottenham Speedwatch volunteers, and thank you for keeping me busy. And thank you also to our co-ordinator, Brian Robins, who provides excellent support across the County.

Northstowe Phase 2 Consultation Response - Cllr Heydon

In addition to the draft consultation response previously shared by Cllr Heydon for Item 14/279 in the Published Agenda Reports Pack for the 7th October 2014 Ordinary Meeting of Cottenham Parish Council (ref: <http://www.cottenhampc.org.uk/wp-content/uploads/2014/03/Agenda-reports-pack-Oct-14.pdf>).

- Cottenham Parish Councillors have asked prior, and at, the Full Council meeting on 7th October 2014, for greater detail to be included in relation to flood risk specific to Cottenham and the Cottenham Lode.
- To achieve this aim, the following have been additionally included, along with additional councillor input.

DRAINAGE:

1/ A Cottenham Parish Council note the following statement from the Old West River Internal Drainage Board, published in the 29th October 2014 Agenda Reports Pack by South Cambs District Council for the Northstowe Joint Development Control Committee meeting.

Quote:

Old West Drainage Board:

The Board state that: Without mitigation the proposed development would significantly impact on the surface water environs and compound the flood risk to the District, both directly through increased run-off to Reynold's Drain and the Board's pumped catchment (Burgess Drain) and indirectly through increased flood risk from the Cottenham Lode/Breck Brook. During high flow conditions overtopping of the Cottenham Lode potentially results in flooding of the District. Similarly, during low flow conditions Reynolds Drain discharges to the Cottenham Lode (via a flapped valve) and hence any increase in base flow to the Cottenham Lode could reduce this discharge and increase the burden on the Board's drainage and infrastructure. Consequently the Board's interests extend well beyond their District and they should continue to be consulted on all development issues that relate to discharge to the Reynold's Drain and Beck Brook catchments.

The Board note that the developer has undertaken extensive consultation with the drainage authorities in relation to this submission. The developer should be commended for establishing the TLG (Technical Liaison Group), a forum chaired by the Environment Agency (EA) that has helped develop a strategic approach to matters relating to drainage and flood risk.

The Board requests that a holding objection is lodged to these reserved matters until additional detail is provided. Whilst we have no objection in principle to the works proposed, there is insufficient detail provided regarding the phasing and provision of risk mitigation to allow the impact on the water environs to be assessed. (This observation was made prior to the current amendments)

End quote.

And 2/ an informal email shared by a local County Councillor, who is accepted to be unusually well-informed on the topic of (local) drainage issues. The email was sent to the full council, and SCDC and County Councillors on 1st October 2014 by County Cllr Mason. It was suggested at the meeting on 7th October 2014 that Cllr Mason's informed email would be useful to append and submit in full as an appendix to the report as prepared. County Cllr Mason did not object, and he is considered a particularly well-informed source.

It should be noted that County Councillor Mason had responded in an informal context, should he wish his content to be anonymised. However we are equally happy to give Cllr Mason credit for his informed input.

Quote:

From: [County Cllr Mason] Date: 1 October 2014 22:19
Subject: Re: October 2014 Agenda Reports Item - Cottenham Parish Council response to the Consultation.
To: [Full Council, local SCDC Cllrs, local County Cllr]

All,

I would comment on the Drainage Issues as follows:-

Kate's second bullet is slightly confusing. The Northstowe development will drain via attenuation

lakes/reservoirs primarily to the Beck Brook/Cottenham Lode EMBANKED EA MAIN River. The level of this system which is in flood zone 3 is determined by

1. **Uncontrolled Flow in the higher catchment** at Bar Hill, Oakington, Girton and Histon all of which **will be taking increased development** with rapid run off in varying degrees.
2. Secondary flow from Northstowe via **Reynolds Brook entering the Lode via a gravity control flap** in the Rampton side Lode bank. When the level in the Lode is high the water from Reynolds Brook continues via a low level ditch through the culvert under the road by the Rampton Cut Bridge and then via Old West IDB drain (Burgess Drain) to Old West pumping Stations at Queenholme, Smithy Fen (Standby station) or Chear Fen. It must be remembered that this system **currently takes treated sewage outfall** from the old airfield and Rampton Drift. This treated discharge runs in on the south side of the Guided Busway just over the crossing. Whilst the Old West IDB will negotiate payment for pumping excess water when Lode levels are high the PC should seek assurance that Old West IDB has the pumping capacity to deal with flooding in the interim period until Reynolds Brook is?or may be ? superseded as a surface water drain in Northstowe Phase 3. In short, based upon the flooding in 2001 / 2003 when properties in Rampton were flooded any failures (including the flap valve) in this system could threaten Cottenham.
3. To this the **controlled main discharge** from the Northstowe reservoirs is added directly to Beck Brook. Again this is controlled by levels in the lode with discharge being limited to prescribed conditions during high flood. Kate is right to highlight potential telemetry failure. This could lead to overtopping of the Lode bank at Rampton (as in 2001) or through to Smithy Fen to the Old West River. Please Note that Cottenham Lode discharge to the Old West is NOT CONTROLLED. Any failure of high level flood banking or of either of the two under lode low level culverts at Broad Lane and Smithy Fen will threaten Cottenham residents. If the containment at Northstowe has water above the surrounding land then it will come under the Reservoirs Act and will be subject to special inspection and maintenance to reduce risk from bank failure. Because of the common level with the South Level River system any breach of the high level Lode Banks has the potential of being fed from both Upstream at Northstowe and Downstream from the Old West River. In this situation (as in 2001) the IDB will be pumping continuously circulating flood water from low level to high level until any breach or culvert failure is repaired.

Whilst most of the above possibilities of high level system failure are fairly remote the catchment remains critical and improvement needs to be balanced against climate change and a much reduced EA maintenance scheme due to lack of funding from DEFRA. The PC should ask for robust downstream Flood Risk Assessments including Breach Modelling and guarantees that any required betterment downstream in the IDB catchment and EA main river is adequately funded by S106 payments. Perhaps Cottenham PC as an IDB drainage rate payer could apply a little secondary pressure to Old West IDB at Prickwillow.

Regards Mike.

End quote.

3/ A prior informal communication in response to a query regarding drainage, also on 1st October 2014 resulted in the following email, sent solely to the councillor querying as it was a private email:

----- Forwarded message -----

From: [Cllr Heydon] Date: 1 October 2014 10:59

Subject: Re: October 2014 Agenda Reports Item - Cottenham Parish Council response to the Consultation.

To: [this was not a group email, removed for privacy of sender]

..informal, subject to qualification.. So please appreciate that I am not infallible:

I think the drainage issues are in hand, as long as

1/ the telemetry works.

2/ the maintenance after the system is delivered is appropriate. Including outside of the immediate area.. Such as maintenance of the flood defence 'levees' along Cottenham Lode.

2/ as long as there is a process, and accountability, for remediation and error checking.

If you have specific questions, that might help me provide a more targeted evaluation?

In brief, the attenuation ponds are to hold 200 year flood events plus climate change calculations. So in theory, are robust.

The area of potential weakness is a telemetry failure, such as flaps or pumps. Or the decision to rapidly discharge downstream to prevent local flooding, in the event of a major flash flood event.

Or if water is held for no real benefit, and not discharged prior to an unexpected need for that storage capacity..

I can look at doing some diagrammatic representations on the flood control and attenuation systems.. It takes a lot of time, but conveys the information more easily.

It may be a few days.

Best wishes,

Kate

[NB the need to undertake the above work was negated by County Cllr Mason's informed group response to the original shared draft, which consequently was greatly appreciated].

TRANSPORT:

From: Cllr Heydon] Date: 1 October 2014 21:43
Subject: Re: October 2014 Agenda Reports Item - Cottenham Parish Council response to the Consultation.
To: [this was not a group email, removed for privacy of sender]

...

Here is the official Planning Application view:

"In accordance with the DFD, there is no direct vehicular access proposed from Longstanton and Oakington into Northstowe"

From page 47 of the Design and Access Statement for the Phase 2 Planning Application, August 2014.

Quote

ref : <https://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/Design%20%26%20Access%20Statement%20LOWRES%20Part%203.pdf>

Best wishes,

Kate

Update on meeting with County arising out of the October Full Council meeting (Highways issues) - Cllrs Heydon, Leeks and Clerk

The following update is a precis of that was shared with fellow councillors on 21st October 2014 following a meeting at 10am on Thursday 16th October 2014, Community Centre, Cottenham - Cllr Heydon, Chair of the CPC Highways Committee.

Executive Summary:

The meeting arose out of County Cllr Jenkins responding to input from his colleague Cllr Mason, and also from input from Jo Brook as our Cottenham Parish Clerk at the previous Full Council meeting.

The meeting was positive, and raised solutions to problems - utilising our Parish Clerk's existing spreadsheet with minor modification to report problems efficiently.

Present:

County Cllrs – Cllr Jenkins, Cllr Mason.
Cottenham Parish Cllrs: Chair - Cllr Leeks, Highways Committee Chair - Cllr Heydon.
Cottenham Parish Council Officer - Jo Brook.

Considerations:

Funding:

Cllr Jenkins advised that central government funds to County Council are reduced, and due to be further reduced.

Cllr Heydon clarified with Cllr Jenkins: Section 106 payments related to larger developments may rise, due to the planned delivery of Northstowe, and also Waterbeach Barracks. Income from Section 106 is around £20,000 per house, excluding affordable housing. Section 106 funding preferentially goes towards Highways and Education.

Road Maintenance:

Cllr Heydon clarified that road maintenance is a requirement of the County Council Highways. And remains so.

Actions arising:

Cllr Leeks suggested that we may wish to investigate pot hole filling as a parish council long term consideration, as part of the Long-Term strategy.

Cllr Heydon thought that County Highways would retain the requirement for maintenance, and would need to press central government, or look at funding from Section 106 (housing delivery revenue) potentially to cover the shortfall. But open to views from fellow councillors, and public consultation.

Cllr Jenkins checked on progress re: his prior suggestion on meeting up between Cllr Heydon and County Officers for a village walk around review. Cllr Heydon confirmed that this is a good idea, and had been raised at the CPC Highways Committee meeting two days prior. Cllr Heydon also encouraged County Cllrs, and our Cottenham Parish Council Chair to attend Highways Committee meetings when able.

Road infrastructure:

Parish councils have the power to work with Highways to deliver minor road infrastructure. (This is where there is a resident demand, and consultation, to support provision by local taxpayers - the LHI (Local Highways Initiative) application form specifically asks about benefits to local residents and about consultation of residents).

Actions arising:

Consideration of the LHI and 4-year strategy.

(Parish Cllr Morris has done an excellent job on the LHI bid, and is representing on 31st October 2014. And is also focussing the 4-year strategy. And the work is very much appreciated. Due to the focus and resolve from Cllr Morris, this area is covered, but open to input).

Officer time:

Parish Clerk is spending time reporting Highways issues, and on hold telephoning County Highways to report Highways issues. Whilst this is kind, and helpful to residents, it is not necessarily part of the Clerk's job description - a more stream-lined process to help would be constructive both for our Parish Council Clerk, and potentially to the County Highways Officer receiving those queries.

Actions arising:

Clerk to use the existing Issues spreadsheet to report problems to Highways, with categories suggested by Cllr Jenkins to allow ease of use i.e. pot holes etc.

Cllr Mason to investigate/ 'smooth the process' at the other end, with the relevant County Officer(s).

14/296 – Connections Bus

To follow

14/297 – Changing Rooms

On Friday 31st October the tenders received were opened by the Clerk in the presence of Cllrs Morris and Mudd plus Trevor Vincent from Wilby & Burnett.

In aggregate three of the tenders would achieve a deliverable price, but very near the top end of the range we had estimated. We are now asking for the cost breakdowns to validate their approaches and identify scope for negotiation.

14/298 – Tree surgery – Kingfisher Way

The ransom strip along the ditch/backing onto the houses is in a very poor state. It has been badly planted (trees too close together) and is now overhanging residential gardens as well as needing thinning. Residents have been consulted and want a mix of maintaining wildlife whilst reducing the density/height of the trees. It has been recommended by 3 different tree surgeons that the trees aren't pollarded since this would require regular trimming to maintain.

The work is to be tackled in 2 phases:

1. Cut back the growth currently overhanging residential gardens
2. Thin out the trees on the other side of the ditch. This part is a massive job and can only be priced by the day.

14/299 – Tree surgery – Brenda Gautrey Way

On visits to the site various maintenance issues have been noted as needing attention:

- Fallen tree alongside ditch running along fence line of properties (Leopold Walk end)
- Tree badly overhanging the pavement
- Tree encroaching onto property
- Deadwood to apple and some of the larger trees

14/300 – Tree surgery – Recreation Ground

Groundsman noted that during the recent gales quite a lot of branches had been blown down from the Poplar trees. On inspection quite a lot of deadwood was noticed which needs removing.

14/303 – Financial Regulations

The new Financial Regulations (sent separately) suggested by NALC have been reviewed by FLAC and are now proposed for adoption.

The changes relate mostly to:

1. Inclusion of powers to delegate some spending within an approved budget to Committees;
2. Inclusion of mechanisms to control on-line Banking if and when we choose to adopt that;
3. Slightly tighter financial controls
4. Minor changes to comply with updated accounting or audit regulations

A comparative version showing old and new side-by-side is available.

14/304 - Street Lighting

Extract from draft minutes of Highways Committee:

It is within our remit to supply lighting. Emphasis was placed on the link between Lambs Lane and the High Street as well as the high usage by school children of this route. Concerns were raised that this would set a precedent however the route warrants the additional lighting. Resolution that the Highways Committee recommends that the lamp column outside 13 Lyles Road is reinstated at a cost of £1850 + maintenance and energy charges. **RESOLVED.**

No TRO required.

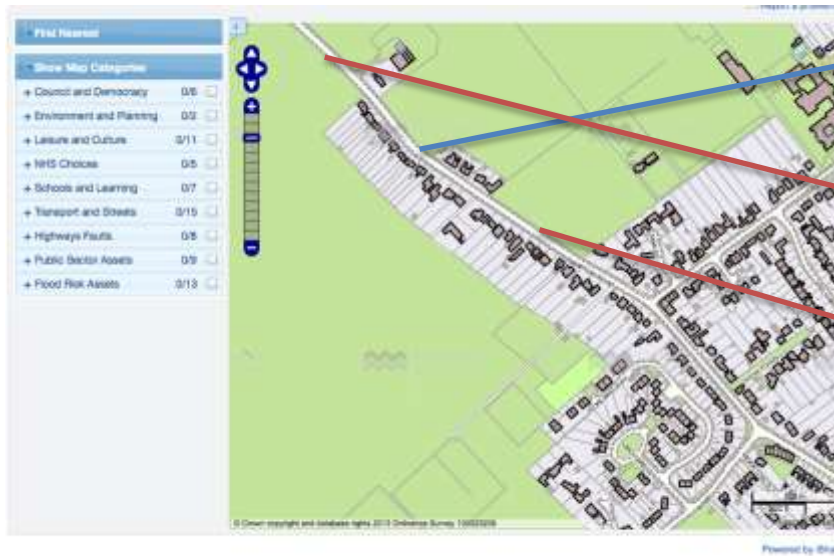
Background:

Cllr Nicholas has worked with residents and during the street lighting PFI implementation to re-instate this light. The light was recommended by Cllr Nicholas not to be removed as part of the PFI Street Lighting implementation...

The lamp column (No. CC6 prefix [old numbering system of CCC], located at 13 Lyles Road) had been taken down under the new Lighting Regime. This leaves that section of the highway, on the bend, a rather black spot for motorists. Mr Bob Lee did complain about the column removal, but CCC/BB took no notice.
- there isn't a requirement for lighting on residential streets, so they won't reinstate.

Item 14/305 – Speedwatch signage

1/ Location, Cottenham CB24 8JT, 35SC015, active Cottenham Speedwatch location since September 2010.



Cottenham Speedwatch Location reference 35SC015 Postcode CB24 8JT.

Cottenham 'Speedwatch operates..' fixed sign visible on the 30mph sign at the village entry, entering village from the North on Rampton Road.

Cottenham 'Speedwatch operates..' sign visible within the 30mph limit, attached to the permanent interactive speed sign in the vicinity of Location 35SC015 facing traffic from the south between Lambs Lane and the edge of the

Images used from Google maps satellite, and from the Cambridge County Council maps web page, annotated with the location of the Cottenham Speedwatch location for Rampton Road. Also annotated with the proposed location of two fixed 'Speedwatch operates here' signs for northbound, and southbound vehicle Cottenham Speedwatch events.

Annex K Fixed Speedwatch notices.



As part of Cambridgeshire Road Safety Partnership, Cambridgeshire County Council can supply at cost, fixed, notices as shown above for locations where active Community Speedwatch teams operate on a regular basis.

The purpose of these notices is to give advanced warning and a fixed reminder that Community Speedwatch teams may be operating in this area. They will not be supplied as a visual deterrent without Community Speedwatch activity. Confirmation from the Speedwatch support team will be sought before an application is approved.

Since September 2014 the use of the portable signs in addition to permanent signs is mandated to promote awareness of the scheme (previous guidance indicated that their use was discretionary).

The cost quoted for notices includes installation by engineers on existing street furniture wherever this is possible. Where an additional new post is required, the cost will be higher.

To enquire about this scheme get an estimate of cost or to apply for notices to be erected, please contact:-

accident.investigation@cambridgeshire.gov.uk

The County Council reserve the right to remove the notices upon cessation of Community Speedwatch activity over a period of 6 months. Removal of the notices will also be charged by CCC.

CCC Reference:

APPLICATION TO THE CCC FOR THE PURCHASE AND INSTALLATION OF COMMUNITY SPEEDWATCH NOTICES

For Completion by the Applicant Council

The subject Speedwatch-active Council, having consulted our Speedwatch Coordinator, would like to purchase from and have installed by the CCC, Qty _____ Community Speedwatch notices at a unit cost of £69 + VAT (minimum order is 2) on a single post in the following locations for which photographic detail is provided where appropriate/possible.

Location	Description (Road Name, Direction, Lamppost No, Speedwatch location)*	Photo Ref**	Cost
<i>Example</i>	<i>Colne Rd @ or before the Village Name Plate on the inbound approach to the old railway embankment that is a Speedwatch location.</i>	<i>Image-001.jpg</i>	<i>£69</i>
1.			
2.		“	
3.		“	
4.		“	
5.		“	
6.			
Total Less Vat			
VAT @ 20%			
Total to be Invoiced:			
General Notes:			

*The more details the better. **Please attach to the email.

Application submitted by: Name _____ Appointment: _____ Parish Clerk Date: ____ 2013 Tel: _____

For Completion by the Cambs Constabulary Speedwatch Commander

I agree that the location above will adequately cover our Speedwatch operations in the applicant Town/Village and have no/the following (delete as appropriate) comments:

Name: _____ Appointment: _____ Date: _____

For Completion By CCC

Date Application Received:	
To Speedwatch Commander on:	
To Contractor On:	
Applicant informed of Installation On and asked to check quality:	
Applicant's response on:	

Notes